

Mansfield Middle School

Type to Learn 4 – Online Usage Instructions

Our School Access Code is: 142192

Type to Learn 4 can now be used by students at school and home while maintaining centralized progress records!

Note: The availability of this program is optional and not a requirement.

Note: The user accepts all risks for their personal computer as a result of installing this software. The middle school is not responsible for providing support for home equipment.

System Requirements (Most computers that are 3 years old or less meet these requirements)
Installation:

- Windows 2000/XP/Vista/7 or MAC OS 10.3.x – 10.6; 512MB Memory

Users may see Mr. Griffith or Mr. Shay to borrow an installation disk to take home. Mac or PC versions are available on the installation disk. Installation files may also be downloaded using the following link. <http://ttl4.sunburst.com/downloads/#FullVersions>. (If you choose to download from the website, please be aware that the download time is approximately 30 minutes) Please follow the installation directions which are detailed below. It is the responsibility of the home user to ensure the home computer meets the system requirements and the installation directions are closely followed.

The program **MUST BE INSTALLED** on to a computer. The program acts as a gateway to the student data that resides on an outside server. This web-based server allows students to log in to their web-based account and continue where they left off with their training, either at school or at home.

Using the Program:

Before you can begin using the Web Version of Type to Learn 4 program an account must be established for you. If you don't have an account, contact Mr. Griffith and an account will be created. Account names are generally the same as the student's school login credentials.

After downloading and/or installing the program, login to the application with your username, password, and account code: **142192**

Trouble / Need Help

If you have problems and need help, please contact Mr. Griffith during normal school hours (860-429-9341 Ext 195) or send an email (<mailto:griffithjg@mansfieldct.org>) You will receive a response as soon as possible.

Student's Promise and Responsibility

If you borrowed a disk from the IT Office, it is the property of Mansfield Middle School. You agree to install this program on a home computer that will be used by a member of the school. You further agree to return this disk to the MMS IT office, the next school day.

When you are no longer a member of the Mansfield Middle School, your account will be deactivated and you will cease to have access to this program.

You promise to maintain good typing posture and to practice. Practice has the same benefits for typing as it does any other skill or talent. The more you practice, the better you will perform.

Remember – Hands flat and fingers on the home row; back straight.

Online Download Instructions

<http://ttl4.sunburst.com/downloads/#FullVersions>

(If you choose to download from the website, please be aware that the download time is approximately 30 minutes)

Any previous downloaded version must be uninstalled before installing this version. For example, if you have downloaded a 30-day trial version, it must be uninstalled first.

Macintosh Users:

These files are zipped and should automatically unpack on almost all OSX operating systems. Launch the installer by double-clicking on the contained file in your 'downloads' or 'documents' folder. The contained files will be in MPKG format for installation to the Mac OS.

Full TTL4 Application - Mac - Web Version v1.2.1 (944.65MB)

This is the complete Macintosh Web version v1.2.1 of the Type to Learn 4 program. Download this if you are a Network, Web or Trial customer and have not already downloaded or installed any previous version of Type to Learn 4.

Windows Users: (do NOT choose open or run when prompted, instead choose save.)

To download, click on the link and choose **SAVE** rather than open or run. After downloading, right-click on the zipped file and choose **Extract**. Double-click on the extracted file to launch the installer. Click **Next** through the few prompts. Installation is very straightforward. Once installed, launch the application by clicking Type to Learn 4 in your Start menu or desktop shortcut.

Full TTL4 Application - Windows - Web Version v1.2.1 (.97GB)

This is the complete Windows Web version v1.2.1 of the Type to Learn 4 program. Download this file if you have not downloaded or installed any previous version of Type to Learn 4. If you have a trial version on your computer, it must be uninstalled first. Reboot the computer before starting the new download and installation.